

Middle School

Grant Application

Deadline for Submission:

January 30, 2006

Iowa Department of Education
Grimes State Office Building
Des Moines, IA 50319-0146

Introduction

With the passage of No Child Left Behind (NCLB), attention has been focused on student achievement in the middle school and the definition of Highly Qualified Teachers for the middle school.

The Iowa Department of Education has received a grant which will help establish a model program that is a collaborative partnership which will demonstrate effective ways to teach the content areas of reading, math and science in the middle school. Up to three (3) grants in the amount of \$20,000 to 50,000 each may be awarded to qualifying entities.

Program Description

Purpose

The purpose of the grant is to encourage the implementation and use of research based strategies that have the highest probability of improving student achievement by demonstrating to preservice and inservice teachers effective ways to teach the content areas of reading, math and science in the middle school and providing professional development for the preservice and inservice teachers.

Grant funds are available for use by recipients for purposes including, but not limited to, promoting collaboration and creating partnerships among schools, colleges and area education agencies to prepare preservice teachers and to professionally develop inservice teachers who have a deeper understanding of content and pedagogy for teaching science, mathematics, or literacy to middle school aged students and to utilize effective, research based strategies to teach science, mathematics or literacy to diverse learners in the middle school. Such partnerships should involve highly skilled teachers and educational personnel from area education agencies, university teacher educators, and science, mathematics or literacy college or university faculty to develop content courses for the higher education institutions that model effective pedagogy for science, mathematics, or literacy content and align with state initiatives in science, mathematics, or literacy content and to provide mentoring of preservice and inservice teachers. Approaches used in preservice and inservice educational activities should utilize research based strategies and promote and sustain high expectations for all children.

Eligibility

Collaborations involving public school districts, area education agencies, professional organizations and public and private teacher preparation institutions in Iowa are eligible to apply for these funds. Up to three (3) grants of \$20,000 to 50,000 each may be awarded to these partnerships.

Uses of Funds PK-16

Funds expended in PK-16 settings must support activities that improve, through the modeling of effective, research-based pedagogy and instructional strategies, the content and pedagogical knowledge of preservice and inservice teachers in the science, mathematics, and literacy areas, in order to improve the science, mathematics, or literacy achievement of all learners in the middle school. Such activities may include, but are not limited to:

- Creating opportunities for enhanced and ongoing professional development that follow the Iowa Professional Development Model
- Creating/aligning partnerships between middle schools, colleges and AEA's
- Sustaining high expectations for all children
- Choosing research based activities designed to improve student achievement in the middle school
- Partnering highly skilled teachers to contribute to content courses modeling pedagogy for that content for the higher education institutions
- Creating collaborative partnerships between preservice and inservice teachers
- Aligning with state initiatives in content and mentoring
- Developing effective strategies to teach diverse learners in the middle school
- Creating collaboration between higher institution education departments and arts and sciences departments

Duration

Funds must be obligated by June 2006, and expended by June 2007.

Non-Discrimination Statement

It is the policy of the Iowa Department of Education not to discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age, or marital status in its programs or employment practices. If you have questions or grievances related to this policy, please contact the Legal Consultant, Department of Education, Grimes State Office Building, Des Moines, Iowa 50319-0146, 515/281-8661

Definitions

Professional Development: The term "professional development" means staff training efforts that:

- are based on research and national/local academic content standards, student academic achievement standards, and assessment;
- improve and increase teachers' knowledge of the academic subjects they teach;
- enable teachers to become highly qualified;
- are sustained, intensive, and classroom-focused in order to have a positive and lasting impact on classroom instruction and the teachers' performance in the classroom; and,
- the plan follows the Iowa Professional Development Model.

Scientifically Based Research: The term ‘scientifically based research’ —

(A) means research that involves the application of rigorous, systematic, and objective procedures to obtain reliable and valid knowledge relevant to education activities and programs; and

(B) includes research that —

(i) employs systematic, empirical methods that draw on observation or experiment;

(ii) involves rigorous data analyses that are adequate to test the stated hypotheses and justify the general conclusions drawn;

(iii) relies on measurements or observational methods that provide reliable and valid data across evaluators and observers, across multiple measurements and observations, and across studies by the same or different investigators;

(iv) is evaluated using experimental or quasi-experimental designs in which individuals, entities, programs, or activities are assigned to different conditions and with appropriate controls to evaluate the effects of the condition of interest, with a preference for random-assignment experiments, or other designs to the extent that those designs contain within-condition or across-condition controls;

(v) ensures that experimental studies are presented in sufficient detail and clarity to allow for replication or, at a minimum, offer the opportunity to build systematically on their findings; and

(vi) has been accepted by a peer-reviewed journal or approved by a panel of independent experts through a comparably rigorous, objective, and scientific review. *No Child Left Behind Act: Title IX — General Provisions: Part A —Definitions Sec. 9101.*

Proposal Requirements

Each proposal submitted **must** include:

Student Achievement Data: Data is reviewed to verify the need for intervention with regard to current content scores, skills and dispositions in reading, math and science for middle school aged students.

Research Base: A description of how the activities to be carried out are based on research and how the activities are expected to improve student academic achievement and strengthen the quality of instruction.

Evaluation and Accountability Plan: An evaluation and accountability plan that includes rigorous objectives that measure student academic achievement that includes a regular reporting schedule. The timeline for reporting will be established by the Department after grant awards are determined.

Commitment: Evidence of active long-term planning and involvement of all partners must be documented.

Sustainability: A description of how the funded activities and/or partnership under this proposal will continue after the original period and funding have expired. Also include information on how this model can be replicated and shared with other partnerships.

Preparation of Application

Listed below are the required components, in the order that they should appear, of an acceptable application. The narrative sections of the proposal must be double-spaced and the font used must not be smaller than 12-point. Any font style may be used. The application, not including the cover sheet or appendices, shall not exceed 25 pages and must be printed on one side only. Applicants must adhere to the page limitations on the narrative sections, and may not append additional material beyond that allowed in the following list:

Intent to Apply: If you intend to apply for this funding opportunity, send an e-mail message to Mary Beth Schroeder Fracek at Marybeth.schroederfracek@iowa.gov NO LATER than December 1, 2005 .

Questions Regarding the Content of the Application: If you have questions regarding the content of the application, send an e-mail message to Susan Fischer at susan.fischer@iowa.gov or telephone her at (515)281-3605.

Cover Page: The cover page should be the first page of the application. Please use the form provided.

Signature/Assurances: The assurances for this grant are part of the cover sheet and are conveyed by an original signature from educational entity.

Abstract: Provide an abstract of the proposal that briefly and concisely describes the program to be implemented and summarizes the intended results of the program or activities. The abstract may not exceed 2 pages printed on one side only.

Project Narrative and Timeline: The program narrative must include a timeline for the implementation of activities and address each of the following items. The narrative section must be double-spaced.

- o **Program Goals and Objectives** - The project's goals, objectives are clearly and explicitly written and are aligned to a collaborative partnership to improve instruction in the middle school.
- o **Student Achievement Data** – Student achievement data is reviewed to determine goals and objectives.
- o **Professional Development** - The staff training is clearly and explicitly aligned with the Iowa Professional Development Model.
- o **Action Plan** – The project includes an action plan that is aligned to the goals.
- o **National Standards** – The proposal aligns with national content standards in science, mathematics and literacy.
- o **Research Base** - The research base is identified and an explanation is included regarding the expected improvement in student achievement.
- o **Timeline** - The timeline for the project has been well planned with sufficient detail for success.
- o **Collaboration** - The proposal provides evidence that all parties have had the opportunity for input and will continue to have input in the design and implementation of the project via committees, meetings, etc.

- o **Evaluation** - A formative and summative evaluation plan that is reliable and valid is presented measuring the anticipated outcomes and project effectiveness.
- o **High Need Schools** – The proposal includes an emphasis on implementation of the model in high need schools.
- o **Budget** - Budget categories are clearly & explicitly aligned with proposed project activities. All funds must be expended by June 2007.
- o **Sustainability** - The proposal links this new project with past or ongoing activities and demonstrates the ability of the partnership to continue activities after the grant funds end. The proposal will also indicate how this model can be replicated at other institutions.

Budget: Please use the form provided.

Partnership Agreements (if needed): This section shall include a narrative of the roles of the partners and their duties and responsibilities related to the goals and objectives of the project. Please use the form provided

Appendices:

Items that further enhance the understanding of the review team may be submitted in addition to the maximum required number of pages (25). Appendix items will NOT be scored, but may serve to enhance the reviewer's understanding. These materials are not expected to replace any of the required narrative or other information necessary to meet the criteria.

Suggested appendix items might include, for example:

- Letters of commitment from each partner
- Research based reference list

Proposal Submission

Applicants must submit an original and five (5) copies of the full proposal to the Iowa Department of Education. The original must include an original ink signature. Fax and e-mail transmission of the complete proposal are not acceptable. To be considered for funding, proposals must be received at the DE by January 30, 2006. Incomplete or late applications will **not** be considered. Proposals should be mailed or delivered to:

Mary Beth Schroeder Fracek
Grant Director
Iowa Department of Education
Grimes State Office Building
Des Moines, Iowa 50319-0146

Review of Proposal

All public school districts, area education agencies, and public and private teacher preparation institutions in Iowa are eligible to apply. As proposals are received at the Iowa Department of Education, they will be reviewed for completeness and compliance with the requirements within this Request for Proposal to determine applicant eligibility. If a proposal is late, incomplete, or an applicant cannot establish its eligibility, the proposal will be omitted from the competition.

The decision of the Iowa Department of Education is final. Applicants submitting proposals that are withdrawn due to incompleteness or ineligibility will be notified in writing.

A review panel will be identified and trained to read and evaluate eligible applications that reflect the requirements and criteria. Members of the panel will review and score each eligible application and make recommendations to the Iowa Department of Education. Proposals will be ranked according to final scores assigned by the reviewers within the size categories identified on page 2 of this RFP and will be identified for funding consideration.

Following the review, the Department staff will contact project directors/application contact persons to discuss any modification of the project plan that may be required.

Review Criteria

- **Program Goals and Objectives** - The project's goals, objectives are clearly and explicitly written and are aligned to student achievement needs.
- **Student Achievement Data** – Student achievement data is reviewed to determine goals and objectives.
- **Professional Development** - The staff training is clearly and explicitly aligned with the Iowa Professional Development Model.
- **Action Plan** – The project includes an action plan that is aligned to the goals.
- **National Standards** – The proposal aligns with national content standards in science, mathematics and literacy.
- **Research Base** - The research base is identified and an explanation is included regarding the expected improvement in student achievement.
- **Timeline** - The timeline for the project has been well planned with sufficient detail for success.
- **Collaboration** - The proposal provides evidence that all parties have had the opportunity for input and will continue to have input in the design and implementation of the project via committees, meetings, etc.
- **Evaluation** - A formative and summative evaluation plan that is reliable and valid is presented measuring the anticipated outcomes and project effectiveness.
- **High Need Schools** – The proposal includes an emphasis on implementation of the model in high need schools.
- **Budget** - Budget categories are clearly & explicitly aligned with proposed project activities. All funds must be expended by June 2007.
- **Sustainability** - The proposal links this new project with past or ongoing activities and demonstrates the ability of the partnership to continue activities after the grant funds end. The proposal will also demonstrate how this model can be replicated with other partnerships.

Award Administration

Notification

The applicant will be notified by April 2006 of the status of their proposal.

Award Conditions and Reporting Requirements

Money will be distributed according to the reporting schedule in the plan. Up to three one-time grants of \$20,000 to \$50,000 will be awarded to the partnership according to the established criteria. 50% of the grant funds will be allocated upon approval of the grant. 40% of the grant funds will be allocated following the approval of first progress report demonstrating successful implementation. 10% of the grant funds will be allocated upon successful completion of the final progress report.

Each eligible educational entity receiving a grant will be required to report progress to the Iowa Department of Education. These reports, once approved, will generate a portion of the funds to the educational entity. The framework for reporting will be aligned with the application criteria listed in this document. Funds to pay for grant activities must be obligated by June 2006 and expended by June 2007. The final progress report will reflect the activities indicated in the application timeline.

Right to Negotiate

The Iowa Department of Education reserves the right to negotiate the final award within parameters of the grant.

Appeal Process

Any applicant of the grant funds may appeal the denial of a properly submitted competitive program grant application or the unilateral termination of a competitive program grant to the director of the department of education. Appeals must be in writing, in the form of an affidavit, and received within ten (10) working days of the date of notice of the decision and must be based on a contention that the process was conducted outside of statutory authority; violated state or federal law, policy or rule; did not provide adequate public notice; was altered without adequate public notice; or involved conflict of interest by staff or committee members. Refer to 281 IAC r. 7.5, the legal authority for this process.

Review Criteria: (Total of 100 points possible)

Program Goals & Objectives are Clearly Aligned with RFP Purpose (5 points maximum possible)

Rubric value	Descriptor	X Weighting	Points
1	The project's goals and objectives are not stated or aligned.	1	
3	The project's goals and objectives are stated.	1	
5	The project's goals, objectives and intended outcomes are clearly and explicitly written and aligned with the purposes of the grant.	1	

Review Comments:

Student Achievement Data (5 points maximum possible)

Rubric value	Descriptor	X Weighting	Points
1	Student achievement data are not reviewed to determine goals and objectives.	1	
3	Student achievement data are reviewed to determine goals and objectives.	1	
5	Student achievement data are reviewed and the project addresses how the proposal is intended to impact student achievement.	1	

Review Comments:

Professional Development Model (10 points maximum possible)

Rubric value	Descriptor	X Weighting	Points
1	The staff training is not aligned with the Iowa Professional Development Model	2	
3	The staff training has partial alignment with the Iowa Professional Development Model	2	
5	The staff training is clearly and explicitly aligned with the Iowa Professional Development Model	2	

Review Comments:

Action Plan (15 points maximum possible)

Rubric value	Descriptor	X Weighting	Points
1	There are no actions proposed.	3	
3	Actions proposed are not clearly aligned with project goals.	3	
5	Actions proposed are specifically written and directly linked to project goals.	3	

Review Comments:

Connection to National Content Standards (5 points maximum possible)

Rubric value	Descriptor	X Weighting	Points
1	The proposal does not include any connection to national content standards.	1	
3	The actions proposed do indicate a connection to national content standards.	1	
5	The actions proposed are specifically written to directly linked to national content standards.	1	

Review Comments:

Research Base (10 points maximum possible)

Rubric value	Descriptor	X Weighting	Points
1	The research base is not identified.	2	
3	The research base is identified.	2	
5	The research base is identified and an explanation is included showing the connection between what is proposed and scientifically based research regarding the expected improvement in student achievement. The proposal reviews scientifically based studies which focus on teaching middle school students.	2	

Review Comments:

Timeline (5 points maximum possible)

Rubric value	Descriptor	X Weighting	Points
1	There is no identified timeline for the project.	1	
3	The timeline includes dates assigned to project activities.	1	
5	The timeline includes specific dates assigned to project activities that are aligned with the action plan and is feasible for the goals and objectives.	1	

Review Comments:

Collaboration (15 points maximum possible)

Rubric value	Descriptor	X Weighting	Points
1	The proposal indicates little collaboration in the design and implementation of the project. No partners are identified.	3	
3	The proposal provides documentation that there has been collaboration provided in the design and implementation of the project. Partners are identified.	3	
5	The proposal provides evidence that there has been collaboration and that all parties have had the opportunity for input and will continue to have input in the design and implementation of the project via committees, meetings, etc. The collaborative team includes representatives from middle school teachers, education faculty, and arts and sciences faculty.	3	

Review Comments:

Evaluation (5 points maximum possible)

Rubric value	Descriptor	X Weighting	Points
1	Indicators have not been designed for the evaluation process.	1	
3	The plan for a reliable and valid summative evaluation is presented.	1	
5	A formative and summative evaluation plan that is reliable and valid is presented measuring the anticipated outcomes and project effectiveness. An evaluation of the results for dissemination to other institutions has been included.	1	

Review Comments:

High Need Schools (5 points maximum possible)

Rubric value	Descriptor	X Weighting	Points
1	The proposal does not indicate the model is designed for implementation in high need schools.	1	
3	The proposal does indicate the model is designed for implementation in high need schools.	1	
5	The proposal includes an emphasis on implementation of the model in high need schools.	1	

Review Comments:

Budget (5 points maximum possible)

Rubric value	Descriptor	X Weighting	Points
1	Budget categories are not clearly aligned with proposed project activities.	1	
3	Budget categories are partially aligned with proposed project activities.	1	
5	Budget categories are clearly & explicitly aligned with proposed project activities and are relevant to the purposes of the RFP.	1	

Review Comments:

Sustainability (15 points maximum possible)

Rubric value	Descriptor	X Weighting	Points
1	There is no indication that the educational entity will continue this project beyond the initial grant funding. There was no evidence on how this model can be replicated at other institutions.	3	
3	Some support is evident for sustaining this project beyond initial grant funding. Some evidence is provided to indicate this model may be replicated.	3	
5	The proposal links this new project with past or ongoing activities and demonstrates the ability of the educational entity to continue activities after the grant funds end. This proposal clearly indicates how this model can be replicated with other partnerships.	3	

Review Comments:

DUE: JANUARY 30, 2006

APPLICATION COVER SHEET

**Iowa Department of Education
Grimes State Office Building
Des Moines, Iowa 50319**

Application for Middle School Grant

Applying Educational Entity _____

Program Director/Contact Person: _____

Name _____

Title _____

Address _____

Telephone _____

Fax _____

E-Mail _____

Statement of Assurances

Should a Middle School Gap Award be made to the applicant in support of the activities proposed in this application, the authorized signature on the cover page of this application certifies to the Iowa Department of Education that the authorized official will:

1. Upon request, provide the Iowa Department of Education with access to records and other sources of information that may be necessary to determine compliance with appropriate federal and state laws and regulations;
2. Use grant funds to supplement and not supplant funds from nonfederal sources.

Certification by Authorized or Institutional Official:

The applicant certifies that to the best of his/her knowledge the information in this application is correct, that the filing of this application is duly authorized by the governing body of this organization, or institution, and that the applicant will comply with the attached statement of assurances.

Typed or Printed Name of Authorized Official

Title

Signature of Authorized Official

Date

Please submit to Mary Beth Schroeder Fracek, Grant Director, Iowa Department of Education, Grimes State Office Building, Des Moines, Iowa 50319-0146 by January 30, 2006 .

Partner Identification Form

Your plan must include a partnership so please include a Partnership Identification form for each partner institution/organization.

PARTNER INSTITUTION: _____

Primary Contact

Name _____

Title _____

Address _____

Telephone _____

Fax _____

E-Mail _____

Type of Organization _____

Commitment: Describe the long-term involvement in planning and implementation in this project.

Sustainability: Describe how the activity will be sustained over time.

Capacity: Describe the committed resources to support the project

Budget and Budget Narrative

Budget Form: Applicants must use the budget form provided with the application materials. The budget must align with the actions described in the application.

Budget Narrative: Applicants must provide a narrative describing the budget. The narrative should provide details about the budget, as applicable, such as the number and roles of personnel who will be paid using grant funds, the type of contracted professional services, and the rationale for teacher stipends, substitute teachers, instructional materials, and supplies and materials.

Personnel			
Salary			
Benefits			
Expenses (Mileage, Meals, Lodging)			
Professional Services			
Honorarium			
Expenses (Mileage, Meals, Lodging)			
Teacher Stipends			
Substitute Teachers			
Instructional Materials			
Supplies and Materials			
Other – specify:			
Other – specify:			
Administrative Costs (Maximum of 8% Indirect Costs)			
Total			
Other			

This form is a required element of the grant application. Justification for each of the categories shall be included.

Eligibility Checklist

Use this list to assist you in determining if you have included all necessary components of the grant application and if you have them in the order requested. This checklist in no way replaces the responsibility of the applicant to meet all stated requirements for application. This list will be used by Department Staff to check for application eligibility.

	YES	NO
The cover page is the first page evident on the document and includes all required information.		
The signature on at least one of the copies submitted is original, not electronically or otherwise mechanically produced.		
One original and five copies were submitted.		
The application, in hard copy form, was submitted by January 30, 2006, to at the Iowa Department of Education.		
An abstract is included and does not exceed two (2) pages, printed on one (1) side only.		
All components of the application are included and are in the following order: 1. Cover Sheet 2. Abstract 3. Project Narrative and Timeline 4. Budget 5. Budget Narrative 6. Partnership Agreements (if applicable) 7. Appendices (if included)		
The total number of pages NOT including the Cover Sheet and Appendices does not exceed twenty-five (25). Each page, beginning with the first page <u>after</u> the Cover Sheet and not including Appendices, is numbered .		
The font size for the application is not smaller than 12-point regardless of font style. (Any style may be used.) Exception: tables, charts, and the Cover Sheet may be in a smaller size, but must be clear and easy to read.		
All narrative must be double-spaced. Exception: the abstract, charts, and tables do not have to be double-spaced.		